

04 April 2025

**MARIA ROBERTA S. MIRAFLOR**

Head, Records Management and Archives  
Visayas State University  
Visca, Baybay City, Leyte

Thru: **DR. HONEY SOFIA V. COLIS**

Director, Human Resource and Management  
Visayas State University  
Visca, Baybay City, Leyte

**Dear ma'am Miraflor,**

I am writing to formally express my interest in the permanent position of **Administrative Aide VI** at the **Records Management and Archives Office** of Visayas State University.

I earned my **Bachelor of Science in Agribusiness** from Visayas State University in 2020 and successfully passed the **Civil Service Examination (Sub-professional level)**. My academic background, coupled with relevant work experience, has equipped me with the necessary skills to contribute effectively to your office.

Professionally, I have served as an **Enumerator** for the **Philippine Statistics Authority (PSA)** and worked as a **Clerk** at **Visayas State University** for two years. These roles have provided me with hands-on experience in administrative functions, records management, and communication handling—key competencies for supporting the efficient operations of an office.

I am enthusiastic about the opportunity to become a permanent member of your team and contribute to the continued success of your department. Enclosed are my **résumé, transcript of records, Personal Data Sheet (PDS)**, and other supporting documents for your review. Please do not hesitate to contact me should there be additional requirements or documents needed for my application.

Thank you very much for your time and consideration. I look forward to the opportunity to discuss my application further.

Sincerely,  
**Jonalyn A. Bulawan**  
Applicant